

**Objective** Dynamic, bilingual and bi-literate medical assistant with experience and skills in addictive behaviors and addiction group-counseling. Seeking a full or part-time position in the private sector with the opportunity for future advancement.

**Special & Technical skills**

Excellent Communication Skills	Critical Thinker	Profit and Loss
Bilingual, English and Spanish Translator	Inventory Control Purchasing/Receiving	Payroll Clerk Kitchen Prep

**Work Experience**

➤ **Restaurant & Tourism**

- ***Kitchen Prep,***
  - Cocha Kitchen Baton Rouge, Louisiana
- ***Back of House Supervisor***
  - Rocca's Pizzeria, Baton Rouge, Louisiana
- ***Kitchen Prep and line cook***
  - Modesto's Restaurant

➤ **Training, Translation & Education**

- ***Education Tutor***
  - ***Louisiana Department of Correction, Louisiana, Education tutor for college-level courses.***  
Courses included but were not limited to Religion, Psychology, English Composition I & II.
- ***Translator***
  - ***Louisiana Department of Correction, Louisiana, U.S. Immigration and Customs Enforcement (ICE) translator for detainees.***
  - Translations included but were not limited to all signage and lettering, an explanation of detainee rights, completion of paperwork, contact information with vital records and initial applications for immigration bond eligibility and hearing.
- ***Immigration Specialist***
  - Caribe; Florida, Independent Immigration and Naturalization Services Translator. Translated legal documents, birth certificates, affidavits and other legal documentation assisting clients with immigration and naturalization services.

➤ **Mechanics & Trucking**

- ***Interstate Truck Driver & Client Relations Manager***  
Cardinal Casket Company; Florida, Company representative with business to business clients, driving an interstate route in Florida.
- ***Mechanic Technician & Office Assistant***  
Diesel Marine Mechanics; Florida, Assist lead Mechanic with yacht diesel and boat engine repair and maintenance throughout Florida and the United States, office and payroll clerk.